

Mukwonago Community Library Board December **APPROVED** Meeting Minutes

Meeting Date: Thursday, December 12, 2019 at 6:00 p.m.

Location: Mukwonago Community Library Community Room

I. **REGULAR ORDER OF BUSINESS**

- A. **Call to Order** - The meeting was called to order at 6:04 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, J. Gasser, S. Kaufman, M. Lacock, E. Pautz, M. Penzkover, H. Pringle, C. Stienstra, and D. Whalen, and Director A. Zimmermann. D. Magolan was excused. Timothy Thumstedter and Bill Thumstedter were in attendance to observe the meeting.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - C. Stienstra made a motion to approve the minutes from the Board of Trustees meeting on Thursday, November 14, 2019 with the suggested revisions. E. Brill seconded. Motion carried. M. Penzkover abstained.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures and stated that MCL is on track to stay within the designated 2019 budget. E. Pautz made a motion to approve the expenditures as presented. M. Penzkover seconded. Motion carried.

II. **REPORTS**

- A. **Committee Reports** - H. Pringle noted that the Buildings and Grounds and Finance committees have not met since the last board meeting. The Buildings and Grounds committee will be setting up a meeting in January. The Personnel Committee met on December 5th, all items related to that meeting are on the agenda this evening and it is proposed they will meet in January pending direction from the whole board. The Policy Committee met on December 2nd; two of the five policies that were reviewed require adjustments and are on the agenda this evening.
- B. **Library Director Report** - A. Zimmermann shared information about the 2019 budget and that there have been a few exceptional donations as of late. Engberg Anderson is scheduled to return to meet with staff on December 18th and will set up an appointment to return in January to meet with the Board. November's circulation was down 1.3% from 2018. Coffee with the Director was a success; there were several productive conversations from patrons. MCL continues to be involved in the community with programs, partnerships, and events. Bridges Library System continues its endeavors to hire a new system director. New avenues of outreach are being explored with the Youth Services Librarian and MCL's involvement in the IT Academy was recognized during a business partner's breakfast at the High School. Eliminating fines may need to be considered at the board level soon, there have been several patrons that have brought up this topic due to a recent Journal article in regards to neighboring libraries going fine-free. A. Zimmermann is currently conducting MCL staff performance evaluations. Additionally, the Wisconsin State Historical Society has approved the newly created Records Retention Policy.

III. **NEW BUSINESS – DISCUSSION / ACTION ITEMS**

- A. **Circulation Policy: Section IV, Paragraph A - Eliminate verbiage “Patrons are allowed a one-time checkout with proper photo ID”** - A. Zimmermann explained that the staff have expressed the need to amend this policy to allow for better customer service. M. Penzkover made the motion to amend the section of the policy to state “in lieu of a library card the Library Director or his or her designee may allow check-out with proper photo ID”. S. Kaufman seconded. Motion carried.
- B. **Naming Rights and Commemoration Policy: Section V - Eliminate the Reference Desk from the Inventory of Available Areas/Items of the Library for Naming Purposes with Corresponding Fees section** - J. Gasser made motion to amend the Naming Rights and Commemoration Policy as presented. M. Lacock seconded. Motion carried.
- C. **2020 Library Director’s Goals and Objectives** - D. Whalen explained that this past year none of A. Zimmermann’s goals were weighted. Discussion then centered around the MCL Strategic Plan - Year Two objectives and what seems to be of utmost importance for the proper growth of MCL. It was determined that a survey with a rating of 1-3 for the 20 - Year Two action goals will be completed for the February meeting.
- D. **2020 Library Director Compensation for 2020 MCL Budget** - M. Penzkover made a motion to allocate a \$5,000 increase to the Library Director salary as presented. E. Brill seconded. Motion carried.
- E. **Trustee Essentials TE19: Library Director Certification** - H. Pringle reviewed information on the applicable topic.
- F. **Trustee Essentials TE20: The Library Board and Building Accessibility** - H. Pringle reviewed information on the applicable topics.

IV. ANNOUNCEMENT OF CLOSED SESSION

- A. H. Pringle announced that the board would go into closed session pursuant to Wisc. Stat. 19.85(1)(c) and will reconvene pursuant to Wisc. Stat. 19.85(2) to consider possible action on matters discussed in closed session. Further notification was given that at the end of the closed session, a motion will be made to reconvene in open session pursuant to Wisc. Stats. 19.85(2) to consider possible action on matters discussed in closed session.
- B. M. Lacock made a motion for the board to go into closed session pursuant to Wisc. Stat. 19.85(1)(c) recommended for performance on the merit-based, one-time 2019 bonuses for MCL employees, over which the government body exercises jurisdiction and responsibility. D. Whalen seconded. Roll call vote. Motion unanimously carried.

V. RECONVENE INTO OPEN SESSION

- A. D. Whalen made a motion to reconvene in open session pursuant to Wisc. Stat. 19.85(2). E. Pautz seconded. Roll call vote. Motion unanimously carried.
- B. D. Whalen made a motion to approve the merit-based, one-time 2019 bonuses for MCL employees, over which the government body exercises jurisdiction and responsibility. M. Penzkover seconded. Motion carried. Discussion centered on where the money would be allocated from within fiscal year 2019; it was determined that the operating budget was the best location. J. Gasser made a motion to approve the one-time 2019 bonuses be itemized from within the operating budget. C. Stienstra seconded. Motion

carried.

VI. REFERRAL ITEMS

- A. None.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, January 9, 2019, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Darin made a motion to adjourn the meeting at 7:06 pm. J. Gasser seconded. Motion carried.